GENERAL COMMENTS:

1. **All record fields are fixed length, fields with a 9 format must be zero filled and fields with an X format must be space filled. Nulls or low values are invalid in any field. Examples:**
   a. **District ID is 20, District ID field should be 0020**
   b. **First Name is Robert field should contain Robert followed by 9 spaces.**
   c. **Middle Name is not provided, field should contain 15 spaces.**
2. **If an EDIT record is transmitted to EIS and the requested data cannot be found in EIS to edit, the extract will be treated as if it were a NEW request.**
3. **If a NEW record is transmitted to EIS and the requested data exist in EIS, the extract will be treated as if it were an EDIT request.**
4. **Dependent records will be rejected in EIS if the parent records do not exist. Example, 040 and 041 records are sent for a student. The 040 is rejected due to a name problem, the 041 will also be rejected due to student not being in EIS for the requesting school.**
5. **In all student records (040 – 051) either the Student Social Security Number or the Student PIN must be something other than 000000000. You must either send a correct SSN or a correct PIN. If both data fields are all zeroes then that record will be rejected.**

Transmit Header

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		001
Record Version	2	99		01
Filler	2	99		Must be zero filled.
District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
TH Extract Date	8	9(8)		Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.
TH File Name	20	X(20)		The physical file name for this transmission. Refer to transmission rules in the EIS Manual.
Filler	20	X(20)		Reserved for future use.

COMMENTS:

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200 Day Calendar

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		010
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Calendar Number	2	99	Y	The number for this school year the district has assigned to uniquely identify the calendar within the district (ex 01,02..) Traditional, year round
Instructional Calendar	1	X		Within the district, defines how the calendar will operate during the school year to provide instructional services to students. Valid values are: • Traditional = T • Year Round (Non-traditional) = Y
Scheduled Days	1	9		The days of the week that students will be attending school on a regular basis during the calendar. Valid values are: • Monday through Friday = 1 • Monday through Saturday = 2
Stockpile Inclement Weather Days	2	99		The number of stockpile days that have been designated in the calendar for inclement weather.
Stockpile Professional Development Days	2	99		The number of days allocated by stockpiling that may be applied to instructional days in the calendar for professional development.
In Service Days	4	99v99		The number of days the district designates for discretionary In Service days.
Optional In Service Days	4	99v99		The number of days allocated for individual choice of professional development activities
Parent Teacher Conference Days	1	9		The number of days allocated for parents and teachers to meet

Teacher Vacation Days	2	99		The number of days allocated for teachers paid vacation.
Abbreviated Days	1	9		The number of days allocated for instructional days that have been shortened to less than the state minimum school day of 6.5 hours.
Discretionary Teacher Vacation Days	4	99v99		The number of days the district designates for discretionary Teacher Vacation days.
Discretionary In Service Days	4	99v99		The number of days the district designates for discretionary In Service days.
Discretionary Administrative Days	4	99v99		The number of days the district designates for discretionary administrative activities.
Discretionary Instructional Days	4	99v99		The number of days the district designates for discretionary Instructional days.
Discretionary Other Days	4	99v99		The number of days the district designates for discretionary other days.
Instructional Days	3	9(3)		The number of days for classroom instruction.
Filler	20	X(20)		Reserved for future use.

COMMENTS:

200 Day Event Calendar

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		011
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Calendar Number	2	99	Y	The number for this school year the district has assigned to uniquely identify the calendar within the district (ex 01,02..) Traditional, year round
Event Date	8	9(8)	Y	The date that the instructional or non-instructional event will take place.

				Must be in format, "CCYYMMDD".
Event Type	2	XX	Y	The type of event that takes place on the date. Reference Appendix A for possible values.
School Day Type	1	X		Indicates if the event will be counted as an instructional (I) or non-instructional (N) day.
Event Duration	3	9v99		The amount of time for the event as recognized by the school. A maximum of 1 day per event extract. An extract must be sent for each day for events spanning more than one day. Example: • 1 Day = 100 • ½ Day = 050 • 1/3 Day = 033
Filler	20	X(20)		Reserved for future use.

COMMENTS:

Instructional Program

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		020
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Calendar Number	2	99	Y	The number for this school year the district has assigned to uniquely identify the calendar within the district (ex 01,02..) Traditional, year round

Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Instructional Calendar	1	X		Defines how the calendar will operate during the school year to provide instructional services to students. Valid values are: • Traditional = T • Year Round (Non-traditional) = Y
Student Day	3	9(3)		The length in minutes for a standard full-time day of instruction including lunch, for students in this program within the school. Do not confuse this with the Student Standard Day. Value is in minutes.
Teacher Day	3	9(3)		The length in minutes for a standard full-time day of instruction including lunch, for teachers in this program within the school. This is usually the student day plus the time teachers are required to be at the school both before student arrival and after student departure. Value is in minutes.
School Stockpile Professional Development Days	2	99		The number of days a school has designated as stockpile for professional development when the district did not declare stockpiling. If district declared stockpiling this must be zero. This field is to be used only if the district does not stockpile professional development and the school elects to stockpile professional development.
Block Schedule	1	X		Does school use block schedule, valid values are: • School is on Block Schedule = Y • School is not on Block Schedule = N
Spring Block Begin Date	8	9(8)		If the school is on block schedule the day the spring block begins, format is CCYYMMDD.
Filler	11	X(11)		Reserved for future use.

COMMENTS:

Instructional Program Report Period

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		021

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Extract Data Element	Length	Format	Key	Description
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Report Period Number	2	99	Y	The number of the report period during the Instructional Program. See Appendix B for valid values.
Report Period Begin Date	8	9(8)		The first day of a 20-day report period. Must be format "CCYYMMDD".
Report Period End Date	8	9(8)		The last day of a 20-day report period. Must be format "CCYYMMDD".
Filler	20	X(20)		Reserved for future use.

COMMENTS:

School Days

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		022
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.

School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Event Date	8	9(8)	Y	The date that the instructional or non-instructional event will take place. Must be in format, "CCYYMMDD".
Event Type	2	XX	Y	The type of event that takes place on the date. Reference Appendix A for possible values.
Event Duration	3	9v99		The amount of time for the event as recognized by the school. A maximum of 1 day per event extract. An extract must be sent for each day for events spanning more than one day. Example • 1 Day = 100 • ½ Day = 050 • 1/3 Day = 033
School Day Type	1	X		Indicates if the event will be counted as an instructional (I) or non-instructional (N) day.
Filler	20	X(20)		Reserved for future use.

COMMENTS:

Class Section

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		030
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.

District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Course Code	4	9(4)	Y	The SDE Course code. If a special number is needed for university, vocational rehab center, see Correlation of Course Codes Appendix O.
Local Class Number	15	X(15)	Y	The local class number that uniquely identifies the class at the school. For example this may include a course number and section number 010001, course number 0100. The format may vary by SIS package and by school within a SIS package.
Filler	2	99		Must be zero filled
Service District ID	3	9(3)		The district of the school where the class is being offered. If offered at a private location Service District ID must be 999. If offered at primary school this would be same as District ID. If offered at another public school it would be the district number to which that school is assigned.
Service School ID	4	9(4)		The school where the class is being offered. If offered at a University private school or vocational center the Service School ID must be 0005. If offered at primary school this would be same as School ID. If offered at another public school it would be the school number to which that school is assigned.
Class Type	1	X		Structure of the class. Valid values are: • Traditional = T • Pull-out = P • Self-Contained Departmentalized = C Note: Self-contained classes are reported as traditional (do not confuse this with self-contained departmentalized).

Teaching Method	1	X		Traditional or Distance Learning. Distance Learning facilitator must be a licensed teacher but endorsement in subject is not required. Valid values are: • Traditional = T • Distance Learning = D
Class Begin Date	8	9(8)		First day of a class. Must be in format, "CCYYMMDD".
Class End Date	8	9(8)		Last day of a class. Must be in format, "CCYYMMDD".
Filler	20	X(20)		Reserved for future use.

COMMENTS:

Class Section Schedule

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		031
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Local Class Number	15	X(15)	Y	The local class number that uniquely identifies the class at the school. For example this may include a course number and section number 010001, course number 0100. The format may vary by SIS package and by school within a SIS package.
Monday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time.

				Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Monday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Tuesday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Tuesday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Wednesday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Wednesday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Thursday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Thursday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Friday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Friday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Saturday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Saturday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Filler	20	X(20)		Reserved for future use.

COMMENTS:

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Student

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		040
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
First Name	15	X(15)		Legally recognized first name of the student
Middle Name	15	X(15)		Legally recognized middle name of the student
Last Name	25	X(25)		Legally recognized last name of the student
Suffix	3	X(3)		Legally recognized suffix of the student
Date of Birth	8	9(8)		The date the student was born, format "CCYYMMDD"
Student Previous Social Security Number	9	9(9)		Previous SSN reported for student
Student Previous PIN	9	9(9)		Previous PIN reported for student
Previous First Name	15	X(15)		Previous first name reported for student
Previous Middle Name	15	X(15)		Previous middle name reported for student

Previous Last Name	25	X(25)		Previous last name reported for student
Gender	1	X		The student's gender. Valid values are: • Male = M • Female = F
Race/Ethnic	1	X		The student's race or ethnic origin. Valid values are: • I = American Indian or Alaskan Native • A = Asian • P = Native Hawaiian or Pacific Islander • B = Black or African American • H = Hispanic or Latino • W = White
Filler	4	X(4)		Must be space filled.
Immigrant Student	1	X		If the student immigrated to the United States value must be "Y" if a naturally born student citizen of the United States value must be "N".
Date Entered USA	8	9(8)		If student immigrated to the United States the year of immigration into the country, format "CCYYMMDD". Value will be all zeroes in not immigrant student.
Year Entered Ninth Grade	4	9(4)		The school year the student was promoted to the ninth grade, Format must be "CCYY". Example, if student was promoted to the ninth grade during the 2006-07 school year value would be 2006. Value will be all zeroes if student has not yet entered 9th grade.
Native Language	3	X(3)		See Language List
Filler	4	X(4)		Reserved for future use.

COMMENTS:
1. **If a delete 040 is generated for a student and that student has enrollments in only 1 school in 1 district, all subordinate records 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 090, 091, 092 will be deleted for that student.**
2. **If a delete 040 is generated for a student and that student has enrollments in more than one school then the student will be deleted only in the requesting school, the student will remain in other schools. All subordinate records 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 090, 091, 092 will be deleted for the student in the requesting school.**
3. **Immigrant Student – to be used only for those students who have immigrated to the United States, if not immigrant student places spaces in this field.**

4. **Date Entered USA – date that an immigrant student entered the United States, if not immigrant student field must contain zeroes.**
5. **Year Entered Ninth Grade – the year the student entered the 9th grade, if during the 2006-07 school year the value would be 2006.**
6. **Native Language – this is the code for the student's native language, please use the code from the provided list.**
7. **Previous fields (Student Previous Social Security Number, Student Previous PIN, Previous First Name, Previous Middle Name, and Previous Last Name) are used to allow for student key fields to be changed and keep existing data attached to the student, both in the current school year and in previous school years. Example, if John Smith changed his name to David Smith an edit 040 would be sent to EIS, we would not find the student based on David Smith, but since the Previous First Name field had a value in it (John) we would look for the student under the name of John Smith. When we found the student using John Smith we would change the first name in EIS to David. All remaining data would remain the same and now be associated with David Smith and John Smith would not longer reside in EIS. The same procedure applies to all of the previous fields.**

Student Enrollment

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	041
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
Instr Service Period Type of Service	1	X		The type of service the student is receiving at the school. Valid values are: • Primary School = P • Receiving Partial Service = S
Enrollment Date	8	9(8)	Y	The student's first day of attendance for this enrollment, format "CCYYMMDD"
Enrollment Reason	2	XX		See Appendix D – Enrollment Reasons
English Language Background	1	X		See Appendix E – English Language Background
Course of Study	1	X		The student's course of study for this enrollment. Valid values are:

				• Technical = T • University = U • Dual = D • N/A = Blank
Filler	1	X		Reserved for future use.
Filler	2	99		Must be zero filled
Primary District ID	3	9(3)		ID of district providing service, when not student's primary/home school district
Primary School ID	4	9(4)		ID of school providing service, when not student's primary/home school
Filler	20	X(20)		Reserved for future use.

COMMENTS:
1. **If a delete 041 is generated only that enrollment will be deleted, subordinate records 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 090, 091, 092 will be deleted for that enrollment.**
2. **Enrollment Reason – please select from one of the enrollment reasons from Appendix D, once a student has a correct Enrollment at a school for the school year, all future Enrollment Reason codes for that student during the same school year must be the same as the original Enrollment Reason.**
3. **Primary District ID – the student's primary enrollment district number.**
4. **Primary School ID – the student's primary enrollment school number.**
5. **Course of Study – if elementary student or a student has not declared their course of study leave blank.**
6. **If this enrollment is for a service enrollment the District ID and School ID fields will contain the district number and school number of the district and school providing the service. The Primary District ID and Primary School ID will be the district number and school number of the student's home school.**
7. **If a student had previously been enrolled in the school and had withdrawn and then returns to the school a new withdrawal and all new child records that apply (042-050 extracts) must be sent with the new enrollment (041 extract).**
8. **If a student's enrollment data has been changed, (not that the student has left the school and then returned but that the initial date submitted was incorrect) we need a 041 delete for the incorrect enrollment date and all new extracts 041-051 for the new enrollment date.**

Student Ineligibility Funding Status

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	042
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Fund Inelig Status	1	9		Indicator to determine if student is eligible for state funding. Valid values are: • Excluded. Out-of-State = 1 • Excluded, I20 Student = 2 • Not Excluded = 0
Fund Inelig Begin Date	8	9(8)	Y	The start date for this funding status, format "CCYYMMDD"
Fund Inelig End Date	8	9(8)		The end date for this funding status, format "CCYYMMDD"
Filler	20	X(20)		Reserved for future use.

COMMENTS:

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1. **If the student is eligible for funding it is not necessary to submit this extract.**
2. **If the student's Funding Inelig Status was incorrectly entered then a delete must be sent.**
3. **If the student's Funding Inelig Begin Date was incorrectly entered you must sent a delete for the incorrect date and then send a new with the correct date.**

Student Instructional Grade

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	043
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Instructional Grade Assignment	2	XX		Valid student grade assignments are: P3 – Pre-kindergarten 3 year old P4 – Pre-kindergarten 4 year old K – Kindergarten 01 – First Grade 02 – Second Grade 03 – Third Grade 04 – Fourth Grade 05 – Fifth Grade 06 – Sixth Grade 07 – Seventh Grade

				08 – Eighth Grade 09 – Ninth Grade 10 – Tenth Grade 11 – Eleventh Grade 12 – Twelfth Grade T1 – First Grade Transitional T2 – Second Grade Transitional T3 – Third Grade Transitional T4 – Fourth Grade Transitional T5 – Fifth Grade Transitional T6 – Sixth Grade Transitional T7 – Seventh Grade Transitional T8 – Eighth Grade Transitional
Instr Grade Assignment Date	8	9(8)	Y	The date the student was assigned to this grade, Must be format "CCYYMMDD"
Filler	20	X(20)		Reserved for future use.

COMMENTS:
1. **If a student's grade assignment changes during the school year due to promotion or demotion submit a new record with the new grade and the date that the student was assigned to the grade. EIS will end the old grade assignment on the day prior to the new grade assignment date.**
2. **If either the Instructional Grade Assignment or the Instr Grade Assignment Date were entered incorrectly we must receive a delete extract for the incorrect data and a new extract for the corrected data.**

Student Classification

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	044
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Student Classification Type	1	X	Y	Valid values are: • A = Alternative • B = Fee Based P3,P4 • C = Hurricane Rita • D = Adult • E = Head Start Funded P3,P4 • F = Locally Funded P3,P4 • G = GED+2 • H – Homeless • I – Migrant

				• K = Hurricane Katrina • L = Econ Disadvantaged • M = Magnet • N = Early Reading First P3,P4 • O = Lottery Funded P3,P4 • P = Private • Q = Pilot Funded P3,P4 • R = Regular • T = Title I • V = Even Start Funded P3,P4 • W = Imagination Library • X = Free Lunch • Y = Reduced Lunch • Z = Student Paid Lunch (full price)
Student Classify Begin Date	8	9(8)	Y	First date student was in this classification. Must be format "CCYYMMDD"
Student Classify End Date	8	9(8)		Last date student was in this classification. Must be format "CCYYMMDD"
Filler	20	X(20)		Reserved for future use.

COMMENTS:
1. **Students may have multiple active student classifications.**
2. **If a student classification was sent with incorrect date (either the type or date) a delete extract must be sent to EIS for the incorrect data and a new extract with the correct data.**

Student Transportation

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	045
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
AM Bus Number	6	X(6)	Y	Bus number student rides in morning (AM)
PM Bus Number	6	X(6)	Y	Bus number student rides in afternoon(PM)
Est Miles Transported	4	99v99		The estimated number of miles the student is transported one way to and/or from school. Example • 1 Mile = 0100 • 2.5 Miles = 0250
Filler	9	99		Must be zero filled.
Filler	9	X(3)		Reserved for future use.
Filler	20	X(20)		Reserved for future use.

COMMENTS:

1. **Bus numbers are a maximum of six characters and specially equipped buses are designated with a suffix of S through Z. Examples:**
   a. **Bus Number 011   Regular Bus**
   b. **Bus Number 654321 Regular Bus**
   c. **Bus Number 011Z   Specially Equipped Bus**
   d. **Bus Number 01111z Specially Equipped Bus**
2. **A student may ride only an AM bus, or a PM bus, or may ride both a AM and PM bus.**
3. **Est. Miles Transported – this is the mileage one way to school, not a total of the AM and PM routes.**
4. **If incorrect data was sent to EIS a delete for the incorrect data must be sent and then a new extract containing the correct data must be sent to EIS.**

Student Disciplinary Action

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	046
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Disciplinary Action Type	1	X	Y	See Appendix G – Disciplinary Actions/Reasons (Disciplinary Actions)
Disciplinary Begin Date	8	9(8)	Y	First day student is in this disciplinary action, format "CCYYMMDD"
Disciplinary End Date	8	9(8)		Last day student is in this disciplinary action, format "CCYYMMDD"
Disciplinary Primary Reason	2	99	Y	See Appendix G – Disciplinary Actions/Reasons (Reasons for Disciplinary Action)
Disciplinary Offense Date	8	9(8)		The date of the infraction which caused one or more disciplinary events. Include with each event related to the original infraction, format "CCYYMMDD". If there are multiple action for the same offense, this date would be the same for all disciplinary actions related to this offense.

Filler	20	X(20)	Reserved for future use.

COMMENTS:

1. **A disciplinary infraction may result in multiple disciplinary actions. If there are multiple actions for a infraction the Disciplinary Primary Reason and the Disciplinary Offense Date must be the same for all actions for that infraction.**
2. **If a record was sent with incorrect data, a delete extract must be sent for the incorrect data and a new extract must be sent with the corrected data.**
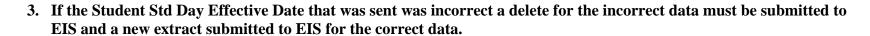
Student Standard Day

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	047
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Student Standard Day	3	9(3)		Number of minutes for a full time student of this grade, must be expressed in minutes.
Student Std Day Effective Date	8	9(8)	Y	The start date for this student's standard day, format "CCYYMMDD"
Filler	20	X(20)		Reserved for future use.

COMMENTS:
1. **If the Student Standard Day changes during the year submit a NEW extract. EIS will end the old Student Standard Date with the date prior to the new effective date.**
2. **If the Student Standard Day that was sent is incorrect you only need to send an edit containing the correct Student Standard Day and the correct Student Std Day Effective Date.**

3. **If the Student Std Day Effective Date that was sent was incorrect a delete for the incorrect data must be submitted to EIS and a new extract submitted to EIS for the correct data.**

Student Class Assignment

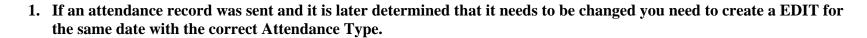| Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	048
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Local Class Number	15	X(15)	Y	Local unique number assigned the class to which the student is assigned.
Student Class Begin Date	8	9(8)	Y	The first day a student was assigned to the class, format "CCYYMMDD"
Student Class End Date	8	9(8)		The last day a student was assigned to the class, format "CCYYMMDD"
Vocational Outside IEP	1	X		Indicates this vocational course is above the base 23.5 Special Ed. Contract hours and will be included in Vocational Ed report. Yes = Y, Otherwise blank
Filler	20	X(20)		Reserved for future use.

COMMENTS:

Student Attendance

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	049
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Attendance Date	8	9(8)	Y	Must be format "CCYYMMDD"
Attendance Type	1	X		Valid attendance types stored in EIS are: • P = Present • T = Excused absence but present for transportation • A = Excused absent • U = Unexcused absent • X = Unexcused absent but present for transportation
Filler	20	X(20)		Reserved for future use.

COMMENTS:

EIS Data Requirements
EIS Extract Format
6/15/06

1. **If an attendance record was sent and it is later determined that it needs to be changed you need to create a EDIT for the same date with the correct Attendance Type.**

Student Withdraw

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	050
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		The ID number assigned by SDE, must be a valid active public school district in SDE Directory.
Withdraw Date	8	9(8)	Y	The first date which a child did not attend school for this withdrawal, format, "CCYYMMDD"
Withdraw Reason	2	99		Reason student was withdrawn from the School providing services. Refer to Appendix H for valid codes.
Filler	20	X(20)		Reserved for future use.

COMMENTS:

1. **If a student Withdraw Date was incorrect the corrective action should be send a delete extract for the incorrect Withdrawal Date and a new extract containing the correct Withdrawal Date.**

2. **If the Withdrawal Reason code needs to be changed and the date is correct you need only send an edit with the corrected Withdrawal Reason code.**

Student End of Service

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	051
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
End Of Service Action Date	8	9(8)	Y	Must be format "CCYYMMDD"
End Of Service Action	1	X		Designates the end of service action that took place at the end of the school year. Valid values are: • P = Promoted • R = Retained • D = Demoted
Completion Document Date	8	9(8)	Y	Date of the completion document. Must be in format, "CCYYMMDD".
Completion Document Type	1	9		The type of completion document awarded to the student. Valid values are: • 1 = Regular Diploma

				• 3 = Special Education • 4 = High School Certificate • 5 = No Document • 6 = GED
Completion Document Period	2	X(2)		The period in which the student was awarded the completion document. Valid values are: • EA = Early, student graduated prior to normal spring graduation • SP = Spring,student graduated during normal spring graduation • SU = Summer, student graduated after completion of summer school
Filler	20	X(20)		Reserved for future use.

COMMENTS:
1. **If a student End of Service Action Date was sent incorrectly the correction should send a delete extract for the incorrect End of Service Action Date and a new extract containing the correct End of Service Action Date.**
2. **If the End of Service Action code needs to be changed and the date is correct you need only send an edit with the corrected End of Service Action code.**
3. **If a student Completion Document Date is incorrect the correction action should be to send a delete extract for the incorrect Completion Document Date and a new extract containing the correct Completion Document Date.**
4. **If the Completion Document Type or the Completion Document Period needs to be changed and the date is correct you need only send an edit with the corrected Completion Document Type or the Completion Document Period.**

Staff Member

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		060
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	**2**	**99**		**Must be zero filled.**
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.

School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Staff Social Security Number	9	9(9)	Y	SSN of staff member
Teacher License Number	9	9(9)	Y	Current license number of staff member
Local Staff Key	10	9(10)		Local software generated number that identifies the staff member
First Name	15	X(15)		Legally recognized first name of staff member
Middle Name	15	X(15)		Legally recognized middle name of staff member
Last Name	25	X(25)		Legally recognized last name of staff member
Suffix	3	XXX		Legally recognized suffix of the staff member
Date of Birth	8	9(8)		Staff member's date of birth, must be format "CCYYMMDD"
Staff Previous Social Security Number	9	9(9)		Previous SSN reported for staff member
Staff Previous Teacher License Number	9	9(9)		Previous license reported for staff member
Previous First Name	15	X(15)		Previous first name reported for staff member
Previous Last Name	25	X(25)		Previous last name reported for staff member
Gender	1	X		Gender of staff member. Valid values are: • Male = M • Female = F
Race/Ethnic	1	X		The Race/Ethnic Origin of the staff member. Valid values are: • I = American Indian or Alaskan Native • A = Asian • P = Native Hawaiian or Pacific Islander • B = Black or African American • H = Hispanic or Latino • W = White
Filler	4	X(4)		Must be space filled.

Licensure Check	1	X		The reason a staff member may not be located in licensure. Valid values are: • N = New Teacher • R = ROTC • U = University Teacher • O = Other
Waiver Request Course	4	9(4)		SDE course code not currently endorsed to teach (Not Used)
Staff Status	1	X		The employment status of the staff member. Valid values are: • F = Full Time • P = Part Time
Filler	20	X(20)		Reserved for future use.

COMMENTS:
1. **If you delete a staff member it will result in all staff current assignments and class assignments being deleted.**
2. **Waiver Request Course is no longer used in EIS.**

Staff Member Current Assignment

Extract Data Element	Length	Format	Key	Description
Record ID	**3**	**9(3)**		**062**
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
School Year	4	9(4)	Y	Must be format "CCYY" for the year the fall semester begins
Staff Social Security Number	9	9(9)	Y	SSN of staff member
Teacher License Number	9	9(9)	Y	Current license number of staff member
Local Staff Key	10	9(10)		Local software generated number that identifies the staff member

Current Assignment	2	XX		A staff members current assignment, See Appendix I for valid codes. A staff member may have multiple current assignments.
Current Assignment Begin Date	8	9(8)		First day of current assignment in a school. Must be in format, "CCYYMMDD".
Current Assignment End Date	8	9(8)		Must be format "CCYYMMDD", the last day a staff member was in the current assignment.
Filler	12	X(12)		Reserved for future use.

COMMENTS:

1. **Professional staff must have at one or more current assignments.**

Staff Member Class Assignment

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		063
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Staff Social Security Number	9	9(9)	Y	SSN of staff member
Teacher License Number	9	9(9)	Y	Current license number of staff member
Local Staff Key	10	9(10)		Local software generated number that identifies the staff member
Local Class Number	15	X(15)		The local class number that uniquely identifies the class at the school. For example this may include a course number and section number 010001, course number 0100. The format may vary by SIS package and by school within a SIS package.
Staff Class Begin Date	8	9(8)		The first day a staff member was assigned to teach the local class

				number, must be format "CCYYMMDD"
Staff Class End Date	8	9(8)		The last day a staff member was assigned to teach the local class number, must be format "CCYYMMDD"
Teacher of Record	1	X		Indicates if this staff member is the teacher of record for the local class number. Valid values are: • Y = Teacher of record • N = Not teacher of record
Filler	19	X(19)		Reserved for future use.

COMMENTS:
1. **If the Local Class Number does not exist in the school a staff class assignment to that class will be rejected.**

SE Student

Extract Data Element	Length	Format	**Key**	Description
Record ID	3	9(3)		090
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	**2**	**99**		**Must be zero filled.**
District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)		The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
School Year	4	9(4)		The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Student Social Security Number	9	9(9)		Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)		The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
First Name	15	X(15)		Legally recognized first name of the student

Middle Name	15	X(15)		Legally recognized middle name of the student
Last Name	25	X(25)		Legally recognized last name of the student
Suffix	3	X(3)		Legally recognized suffix of the student
Date of Birth	8	9(8)		The date the student was born, format "CCYYMMDD"
Student Classification Type	1	X		Valid values are: • A = Alternative • B = Fee Based P3,P4 • C = Hurricane Rita • D = Adult • E = Head Start Funded P3,P4 • F = Locally Funded P3,P4 • G = GED+2 • H – Homeless • I – Migrant • K = Hurricane Katrina • L = Econ Disadvantaged • M = Magnet • N = Early Reading First P3,P4 • = Lottery Funded P3,P4 • P = Private • Q = Pilot Funded P3,P4 • R = Regular • T = Title I • V = Even Start Funded P3,P4 • W = Imagination Library • X = Free Lunch • Y = Reduced Lunch • Z = Student Paid Lunch (full price)
Filler	2	99		Must be zero filled.
Primary District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
Primary School ID	4	9(4)		Must use Format of CCYYMMDD, the date of creation for this batch.

				Refer to transmission rules.
Student Previous Social Security Number	9	9(9)		Previous SSN reported for student
Student Previous PIN	9	9(9)		Previous PIN reported for student
Previous First Name	15	X(15)		Previous first name reported for student
Previous Middle Name	15	X(15)		Previous middle name reported for student
Previous Last Name	25	X(25)		Previous last name reported for student
Instructional Program Number	2	99		Ex. 01, 02
Gender	1	X		The student's gender. Valid values are: • M = Male • F = Female
Race/Ethnic	1	X		The student's race or ethnic origin. Valid values are: • I = American Indian or Alaskan Native • A = Asian • P = Native Hawaiian or Pacific Islander • B = Black or African American • H = Hispanic or Latino • W = White
Filler	4	X(4)		Must be space filled.
SE Instr Service Period Type of Service	1	X		The type of service being provided the Special Education student at this school. Private Not Enrolled=N, if not Private Not Enrolled leave blank
Filler	20	X(20)		Reserved for future use.

COMMENTS:

1. **A delete of the 090 record will only delete the student if there is not a regular enrollment for the student. If will also delete the student's options.**

SE Instructional Grade

Extract Data Element	Length	Format	**Key**	Description
Record ID	3	9(3)		091
Record Version	2	99		01

Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	XX		Must be zero filled.
District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)		Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.
School Year	4	9(4)		The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Student Social Security Number	9	9(9)		Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)		The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
SE Instructional Grade Assignment	2	XX		Valid student grade assignments are: P3 – Pre-kindergarten 3 year old P4 – Pre-kindergarten 4 year old K – Kindergarten 01 – First Grade 02 – Second Grade 03 – Third Grade 04 – Fourth Grade 05 – Fifth Grade 06 – Sixth Grade 07 – Seventh Grade 08 – Eighth Grade 09 – Ninth Grade 10 – Tenth Grade 11 – Eleventh Grade 12 – Twelfth Grade T1 – First Grade Transitional T2 – Second Grade Transitional T3 – Third Grade Transitional

				T4 – Fourth Grade Transitional T5 – Fifth Grade Transitional T6 – Sixth Grade Transitional T7 – Seventh Grade Transitional T8 – Eighth Grade Transitional
SE Instr Grade Begin Date	8	9(8)		The date the student was assigned to this grade, Must be format "CCYYMMDD"
SE Instr Grade End Date	8	9(8)		The last day the student was assigned to this grade, Must be format "CCYYMMDD"
Filler	20	X(20)		Reserved for future use.

COMMENTS:

Special Education Option

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		092
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	**2**	**99**		**Must be zero filled.**
District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)		Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.
School Year	4	9(4)		The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Student Social Security Number	9	9(9)		Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)		The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
SE Option Level	1	X		Designates the option as being either Primary=P, Secondary=S

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SE Option Number	2	99		The option number assigned to the primary or secondary level.
SE Option Begin Date	8	9(8)		First date student is in Special Education Option. Must be in format, "CCYYMMDD".
SE Option End Date	8	9(8)		Last date student is in Special Education Option. Must be in format, "CCYYMMDD".
Filler	20	X(20)		Reserved for future use.

COMMENTS:

1. **See Appendix M for a list of the valid secondary options numbers for a primary option number.**

Transmit Trailer

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		999
Record Version	2	99		01
Filler	2	99		Must be zero filled.
District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
TT Extract Date	8	9(8)		Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.
TT File Name	20	X(20)		The physical file name for this transmission. Refer t o transmission rules.
TT Count 010	9	9(9)		Total count of "200 Day Calendar" records in transmit file
TT Count 011	9	9(9)		Total count of "200 Day Event Calendar" records in transmit file
TT Count 020	9	9(9)		Total count of "Instructional Program" records in transmit file
TT Count 021	9	9(9)		Total count of "Instructional Program Report Period" records in transmit file
TT Count 022	9	9(9)		Total count of "School Days" records in transmit file
TT Count 030	9	9(9)		Total count of "Class Section" records in transmit file
TT Count 031	9	9(9)		Total count of "Class Section Schedule" records in transmit file
TT Count 040	9	9(9)		Total count of "Student" records in transmit file
TT Count 041	9	9(9)		Total count of "Student Enrollment" records in transmit file
TT Count 042	9	9(9)		Total count of "Student Ineligibility Funding Status" records in transmit

				file
TT Count 043	9	9(9)		Total count of "Student Instructional Grade" records in transmit file
TT Count 044	9	9(9)		Total count of "Student Classification" records in transmit file
TT Count 045	9	9(9)		Total count of "Student Transportation" records in transmit file
TT Count 046	9	9(9)		Total count of "Student Disciplinary Action" records in transmit file
TT Count 047	9	9(9)		Total count of "Student Standard Day" records in transmit file
TT Count 048	9	9(9)		Total count of "Student Class Assignment" records in transmit file
TT Count 049	9	9(9)		Total count of "Student Attendance" records in transmit file
TT Count 050	9	9(9)		Total count of "Student Withdraw" records in transmit file
TT Count 051	9	9(9)		Total count of "Student End Of Service" records in transmit file
TT Count 060	9	9(9)		Total count of "Staff Member" records in transmit file
TT Count 061	9	9(9)		Total count of "Staff Member Grandfather Course" records in transmit file
TT Count 062	9	9(9)		Total count of "Staff Member Current Assignment" records in transmit file
TT Count 063	9	9(9)		Total count of "Staff Member Class Assignment" records in transmit file
TT Count 090	9	9(9)		Total count of "SE Student" records in transmit file
TT Count 091	9	9(9)		Total count of "SE Instructional Grade" records in transmit file
TT Count 092	9	9(9)		Total count of "Special Education Option" records in transmit file
TT Total Count All Record Types	9	9(9)		Total count of all records In this transmittal batch including header and trailer records.
Filler	20	X(20)		Reserved for future use.

COMMENTS:
    1. **The TT Total Count All Record Types must include the header and trailer record.**